

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children & Families		9. Position No. K0186509	10. Budget Program Number 29113		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant			
3. Division: WEST REGION		12. Proposed Class Title			
4. Section: EXECUTIVE -- LEGAL	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit: FRAUD INVESTIGATIONS -- LEGAL		14. Effective Date			
6. Location (address where employee works) City HAYS County ELLIS		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position provided administrative and clerical support to members of the West Region Fraud Investigations Unit made up of Special investigators, Attorneys, and one Human Service Consultant. The position prepares, types, and tracks various types of documents for the Fraud Investigations Unit within the West Region. Prepares criminal affidavits, reviews information for accuracy, prepares witness lists, requests certified copies of court documents as needed, prepares case logs, tracks progress, tracks payments, requests information, writes correspondence, and performs other duties as assigned in supporting the other members of the West Region Fraud Investigations Unit.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Ken Thompson	Director of Fraud Investigations	K0221613
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Ken Thompson	Director of Fraud Investigations	K0221613

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Considerable latitude is inherent in this position. The ability to work independently and separated from direct supervision is required. Work is of a diverse nature and requires considerable amount of independent judgment in prioritizing the duties of work. The assigned duties will often involve a variety of unrelated sequences and several alternate methods. Work responsibilities are directly related to the overall functioning of the Fraud Investigations Unit in the West Region. Although this position is responsible to work independently, the Fraud Investigations Unit is a team, so working as part of that team for its benefit is of the utmost importance.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1. 55%	E	Supports West Region Fraud Investigations Unit, with duties including preparation of legal documents such as petitions, motions, briefs, legal memorandums, contracts, and various other legal forms. Composes letters, memos for signature, and prepares copies as required. Independently collects and compiles information from law library, court records, regional offices, institutions, telephone contacts, written and verbal correspondence, and other sources. Confers with courts, attorneys, special investigators, and other agencies by telephone. Maintains and monitors extensive case files to ensure confidentiality as well as provide easy retrieval upon request. Performs work on KAECSSES and other secure data systems in order to confirm and collect information on benefits cases associated with fraud investigations. The work involves multiple court jurisdictions at all levels (local, state, and federal judicial systems).
2. 35%	E	Reviews incoming mail, files correspondence, resource materials, and other legal documents. Sets up fraud cases referred to the Special Investigators and prepares other documents for West Region fraud cases and working with and contacting other agency units, employers, tracking fraud information, recording case activity, receiving payments on open claims and garnishments, tracks missing or late fraud payments and employment records, obtains grant reduction and benefit reduction information to monitor and update recovery files. Provides administrative support to fraud unit including Special Investigators, Attorneys, and Human Service Consultant.
3. 5%	E	Attends agency related training as well as other workshops, conferences, and meetings as directed by the Director, Fraud Investigations.
4. 5%	E	Performs other duties and assignments as directed by West Region Special Investigators, Fraud Human Services Consultant, and the Director, Fraud Investigations.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact is made with the members of the public and with other agency personnel on a daily basis via telephone, email, or in person.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomfort typical of offices, meeting and training rooms, or libraries. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote. An occasional irate or hostile client could be encountered.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer-Daily Telephone-Daily Copy/Fax/Scanning Machine-Daily Calculator-Daily State Car-Occasionally

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Proficiency in word processing, database, and spreadsheet software, email and Internet

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

